County System Administrator Security and Confidentiality Oath Agreement

As a County System Administrator, you will have the following capabilities on the Children's Medical Services (CMS) Net Web system:

1. Add new user security profiles
   (Must fax account activation form Department of Health Care Services (DHCS) 4513 to CMS Branch)
2. Deactivate or reactivate user security profiles
3. Reset access codes
4. Modify users' menu options
5. Assign or reassign users to a Class
6. Create or remove Surrogacy assignments
7. Request to create, modify, and deactivate Classes

To obtain County System Administrator privileges, you must read the agreement items listed below and sign your initials if you agree to each.

_____ I will not divulge or share in any users' personal information including, but not limited to passwords and access codes to individuals who are not a designated CMS State or County System administrators.

_____ I will not abuse or misuse the privileges as a County System administrator.

_____ I will not create any unnecessary user security profiles such as fake, generic, or pseudo accounts.

_____ I understand that the DHCS Children's Medical Services Branch has the right to remove and revoke users' and counties' access to have County System administrator privileges at any time for any or no reason at all.

_____ I will follow and adhere to the CMS User Security procedures and guidelines for County System administrators outlined above.

Your work information and signature is required. Your California Children's Services Administrator must acknowledge your role as a County System Administrator and his/her signature is also required.

County: _____

Work Title: _____   Work Phone: _____

Print Name: _____

Signature: _____   Date: _____

Acknowledged by CCS Administrator

Print Name: _____

Signature: _____   Date: _____

Print the form and return to:
Information Technology
Children's Medical Services Branch, MS 8106
P.O. Box 997413
Sacramento, CA 95899-7413
Fax: 916-327-0997
Email: cmshelp@dhcs.ca.gov

Questions?
Contact CMS Net Help Desk at:
Email: cmshelp@dhcs.ca.gov
Phone: (916) 327-2378 or
           (866) 685-8449
Fax: (916) 327-0997